



**Solicitation Information**  
**15 September 05**

**Continuous Recruitment: CR - 10**

**TITLE: Labor Management: Arbitration / Mediation Services (MPA # 368)**

**OPENING DATE AND TIME: Continuous Recruitment**

**PRE-BID/ PROPOSAL CONFERENCE: NO**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) . Questions should be submitted in a *Microsoft Word attachment*. Please reference the CR # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at**  
**[www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).**

**NOTE TO VENDORS:**

No offer will be considered that is not accompanied by a completed and signed Bidder Certification Cover Form.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **Arbitration / Mediation Services**

The Dept. of Administration, Division of Purchases is seeking to establish a list of qualified Arbitrators / Mediators to provide **labor management** services in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which is available on the internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This solicitation will be used to create a Master Price Agreement, which will expire three years from the date of original issue (projected to be Oct 05). Arbitrators / Mediators who are added to the qualified vendor list after the date of the original issuance of the Master Price Agreement will serve until the scheduled end of the original contract term. All service providers who desire to be included on this list must meet the qualifications listed below at the time the list is established.

**This is a continual enrollment process. At the end of each month, the Division of Purchases will forward all applications received to the "Arbitration / Mediation Qualifications Review Committee" for evaluation.**

**Applicants should designate whether they desire to be on the arbitrator list, mediator list or both.**

All offerors deemed appropriate by the Arbitration / Mediation Qualifications Review Committee will be placed on the qualified provider list for MPA # 368. Placement on the qualified provider list established in this Master Price Agreement does not guarantee income. It is recognized that offeror's may be qualified as an arbitrator, mediator, or both. Accordingly, the Division of Purchases will publish a qualified provider which will indicate the offeror's specialty (arbitrator, mediator, or both). Service providers will be selected, on an as-needed basis, based upon qualifications, pricing, and other factors.

## **Provider Qualifications**

- Offeror's must have a minimum of a Bachelor's degree from an accredited college or university.
- Offeror's must have a minimum of five years arbitration / mediation experience, as evidenced by the submission of three references (organization, contact person, telephone number). **The five years experience should be acting as an arbitrator and/or mediator for labor management matters, or a lawyer representing parties in arbitrations and/or mediations in connection with labor management matters.**

## **Fees**

Offeror's are asked to submit all-inclusive hourly and daily rates for each of the periods ending October 31, (06, 07, 08). A day is considered to be eight hours.

If an offeror provides only one rate schedule, those rates will apply for the maximum three-year contract term. The State reserves the right to negotiate lower fees with any selected provider.

Responses (**an original plus two copies** ) should be mailed or hand-delivered in a sealed envelope marked “CR – 10 : Arbitration / Mediation Services”. Once again, *send three responses to*

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855**

Note: Proposals faxed or emailed to the Division of Purchases will not be considered.

## **RESPONSE CONTENTS**

Responses must include the following:

1. A completed and signed R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
2. Evidence of meeting “ provider qualifications” listed above.
3. A completed and signed Taxpayer Identification Number Form (W-9), which is available from the Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) For assistance, call the Help Line at 401 222-2142, ext 134.

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